As a federal database, SEVIS is subject to the Federal Information Security Management Act (FISMA). FISMA requires the annual review and verification that all users who access federal systems have both the business need and authorization to access the system. To comply, ROs must annually verify that they, and all AROs, are still employed by the organization and require continued access to SEVIS.

**IMPORTANT FACTS**

- The annual verification period is from December 2\textsuperscript{nd} to March 2\textsuperscript{nd}.
- Verification must be completed by March 2\textsuperscript{nd} each year.
- Only ROs can perform the validation.
- ROs and AROs will receive reminder emails and will see screen reminders during the verification period. The screen messages will be removed once verification is completed.
- If verification is not completed, AROs will lose access to SEVIS. Batch capability will also be lost. The only action the RO will be able to perform is the verification. Ultimately, if the RO fails to verify the officials, all users will be removed from the program’s Form DS-3036. Contact the SEVIS Help Desk if your program has no RO.
- Emails will be sent if users lose access to SEVIS.

**Verification Process**

1. Log in to SEVIS.
2. Click the **required to verify** link in the message on the *Message Board* screen or the *Program Information* screen. This message will only display during the verification period.

The system displays the *ARO Verification* screen, which includes the program name and number, and all officials associated with the program.
3. Click the **Yes** or **No** radio button next to the name of each ARO listed. A radio button must be selected for each official before the verification can be submitted. (The radio button next to the RO’s name is pre-populated and cannot be changed.)

4. Click the **Submit** button. A success message displays.

**Process Notes:**

1. Selecting Yes indicates that the person still requires access to SEVIS for the program. If No is selected for any of the AROs when the action is submitted, the user will either immediately lose access to SEVIS or lose access when his current SEVIS session ends.

2. If an RO is associated with more than one program, the name of each program will display as a link on the left side of the **ARO Verification** screen. The RO can click the name of each program to perform the user verification.

**Note:** This is a supplemental guide for RO/AROs. Refer to the User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS, Version 6.18: Volume I, for additional details.